

# **TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE**

North Park Library

850 Franconia Road

Henrico, VA 23227-1213

## **Quarterly Meeting Minutes**

**September 10, 2013**

- I. Call to Order:** The meeting was called to order at 3:46pm by Corrinthia Morris, Secretary.
  
- II. Welcome/Introductions:** All persons who were present stated their name and the program or interests which they were representing. The following is a roster of the Committee Members and Affiliates who were present for the September 10, 2013 meeting.
  - a. Committee Members Present:**
    - Monica Lucas
    - Corrinthia Morris-Secretary
    - Stephen Dawe-Committee Member
    - William Surber-Committee Member
    - John Vannoy-Committee Member
    - Kia Symonds-Vice Chair
  - b. Committee Members Absent**
    - John Redd-Committee Member
  - c. Advocate Present**
    - Michael Curseen-Human Rights Regional Advocate
  - d. Affiliate Members Present:**

1. Alliant Human Services-Terrance Jones
2. Associates in Counseling & Therapeutic Services- Delores Smith
3. Assured Development Services, LLC-Aisha Burgo, James Bennett
3. Blue Ridge Residential Services- Catherine St. Ours
4. Branches of Life - Traci Brown, Jessie Helbert, Traci Brown, Wendi Strickland
5. Community Assistance Network, LLC- Sandra Simon, Shadae Tetu
6. Daily Grace Adult Day Program- Latosha Frye, Deveta Wiggins
7. EMS of Virginia- Jennapher Turner
8. Family and Adolescent Services- Cynthia R. Woodson
9. Family & Community Support Systems, LLC-Julia Griffith
10. Greater Unity-Sterling Burton, Eugene Thomas, Sterling Burton
11. GROWN Program/IL Solutions-Latroiyal Smith
12. Hamlet House Youth Services III, LLC-Gwen Ingram
13. Hargrove, Oliver & Parker Inc.-Dennis Parker, Shaniqua Wilkerson
14. Hope First, LLC- Dena Ramsey, Jessica Ashley
15. H.Y.P.E. Youth Services, LLC- Juanita B. Brown
16. New Path Interventions- ( )
17. OLA Home for Boys & Family Services-Keshia Burden, Jessica Brooks
18. Renaissance Residential Services, LLC-Masambe Tirease Tate
19. RISEUP, LLC- Denise Turner
20. Southern Va. Regional Medical Center-Debra Hewitt
21. The Trimble Agency, LLC- Nichole Trimble
22. Williamsville Wellness, LLC- Sandra Rasmussen, Corey L. Smith

**III. Public Comment:** None noted.

**IV. Review/Approval of March 5, 2013 Minutes: Corrections:** 1) HOPE, Inc. had Vernon Oliver and Charita Watkins present the last meeting. 2) Section 9 Number 8- Clarity requested for Rise Up, omitted (resubmitted). 3) OLA Family Services Corrections sent and received. 4) Hamlet House Youth Services is an LLC. 5) Community Association Network is an LLC.

**Action:** 1) Update given during Treasurer's Report.

2) A motion was made to accept the minutes for March 5, 2013 and was approved with the correction noted above.

**V. Advocate's Report:**

**A.** Mr. Curseen presented Advocate Support handout. He addressed the use CHRIS reporting services to document abuse, neglect and serious issues pertaining to human right violations for clients. He identified that Window 10 may be incompatible with such programs. For technical questions you can contact Susan Tinsley for assistance. If clarity is needed as to whether an incident is a human rights violation, contact Margaret Walsh, SHRD for interpretations. Chanda Braggs can be contacted for serious incident allegations.

**B.** CHRIS Document Review- Effective June 1, 2013, abuse/neglect, human rights complaints and serious incident reports are to be documented electronically on CHRIS. Training module is now available with onscreen examples. Review for a refresher. Review provides step by step instructions. However, you must have a Delta login in order to access CHRIS.

**C.** Monica Lucas Notified new members being affiliated will be further educated about CHRIS .

**VI. Treasurer's Report:**

Last report reflected \$2140.70. Expenses, \$108.11 (Postage-Catherine St. Ours)

New activity \$100.00 (Community Assistance Network Dues), Current Balance: \$2132.59. Accepting dues for new affiliates.

Sterling Burton shared that when providing meals, be sure to submit receipts for reimbursement.

## **VII. Old Business:**

- A. New Path Interventions** – Clarification needed detailing mechanisms used to solicit candidates for LHRC membership - Deferred to December 3, 2013 LHRC meeting.
- B. LHRC Follow-up RE: Corrections to Quarterly Report for Period Covering April 1, 2013 – June 30, 2013 (2<sup>nd</sup> Quarter)**
  - 1. Greater Unity Adult Svs., LLC (Day Support)** missing documentation of details for peer to peer neglect reported.
  - 2. The G.R.O.W.N. Program (ILS)** Last page: Need to resubmit incident to LHRC without names of staff or clients.
  - 3. OLA Family Services** Need to use revised quarterly report form (2<sup>nd</sup> Request); Pg. 1: Incident # 1 needs to be counted as Neglect (Peer to Peer); Incident # 3 needs to be counted as Neglect.  
  
**OLA Home for Boys and Girls** Need to use revised quarterly report form (2<sup>nd</sup> Request)
- C. OLA Family Services** Identified three incidents. 1) Client became belligerent and hit a peer. Staff was in place, found to be not neglectful. 2) May 3, 2013 Aggressive client pushed staff. Police was contact, although no one was harmed. (Omitted, not a Human Rights issue. 3) May 8, 2012 –At George Mason Elementary School a client walled off the bus after the bus stopped. Client's mother was contacted. Client did not return home until an hour later. Commended for lack of incidents at the group home.

## **VIII. New Business:**

- A. Request for Affiliation (Program Expansion) RE: 1) Greater Unity Adult Residential Services** for the provision of Residential Services located at 4240 Bonniebank Road, North Chesterfield, VA 23236 and **2) Greater Unity Day Support Services** located at 3125 Newington Court, Richmond, VA 23235. The committee motioned to approve the above requests for affiliation.
- B. Request for Affiliation (New) RE: Assured Development, LLC** for the provision of Residential Group Home Services in Richmond, VA. The committee approved the request for affiliation.
- C. Request for Affiliation (New) RE: Branches of Life** for the provision of Day Support Services in Richmond, VA. Branches of Life presented their restraint free program requesting affiliation. It was confirmed by owner that CPR and First Aid Training will be provided outhouse. Currently only having one owner restraint certified. Questions were posed by the panel regarding them being a restraint free

program. Mr. Curseen expressed concern for the clients if Ms. Brown who is restraint certified was not present, when needed. It was suggested that staff be trained in a restraint to protect business owners and provide safety to clients in case of harm posed to self or others. Mr. Surber posed questions about the client staff ratio when a crisis occurred. Ms. Symonds also expressed concern of the safety of clients and documentation beyond the public school setting.

The committee approved the request for affiliation.

- D. Request for Affiliation (Program Location Expansion) RE: OLA Family Services** for expansion of Therapeutic Day Treatment Services to include Boushall Middle School in Richmond, VA. The committee acknowledged the program location expansion.
- E. Request for Affiliation (Program Location Expansion) RE: Alliant Human Services** for the provision of Therapeutic Day Treatment Services at Fourth Baptist Church in Richmond, VA. The committee acknowledged the program location expansion.
- F. Comments Regarding New Affiliates:** Per Ms. Lucas, new affiliates need to make sure that their information is correct. Catherine St. Ours is the hands on support. Contact her if you have any questions. She will also be sending out information. New affiliates still need to send out reports even before you are licensed. Indicate on form-Not yet licensed. All affiliates are responsible to answer questions 1 and 4 even if you are not yet licensed.
- G. Blue Ridge Residential Services:** 1) **Notification of Discontinuation of Location** for North Pines Drive; 2) **Notification of Additional Location** at Shawmeade Road, North Chesterfield -Ms. Catherine St. Ours. The committee approved a motion to accept the notifications for discontinuations and additions.
- H. Meeting Dates and Reporting Months Schedule:** The schedule was reviewed with providers by Ms. Lucas and Mr. Curseen.
- I. LHRC Provider Expectation Concerning Attendance and Documentation Requirements:** The LHRC expectations for provider's attendance and documentation expectations were discussed.

#### **IX. Quarterly Reports (1<sup>st</sup> Quarter) for Reporting Period (4/1/13 – 6/30/13)**

- 1. Alliant Human Services: **(Accepted)**
- 2. Associates in Counseling & Therapeutic Services: **(Accepted)**
- 3. Blue Ridge Residential Services: **(Accepted)**
- 4. Community Assistance Network **(Accepted)**
- 5. Daily Grace Adult Day Program: Needed to use Updated Form (Resubmit needed)

6. EMS Intensive In-Homes Services: **(Accepted)**
7. Family and Adolescent Services **(Accepted)**
8. Family & Community Support Systems, LLC: **(Accepted)**
9. Greater Unity: Day Residential: **Clarification that there was only one not two, but one abuse allegation to report (day support).** Revisions need to be made. For peer to peer incident deferred to December 3, 2013.
10. GROWN Program/IL Solutions: June 13 incident was a frustrated parent trying to get her son hospitalized. Report needs to have names blotted out due to confidentiality rights.**(Resubmit Needed)**
11. Hamlet House Youth Services: **(Accepted)**
12. H.O.P.E., Inc: Intensive In-Home: **(Accepted)**
13. Hope First, LLC: **(Accepted)**
14. H.Y.P.E. Youth Services: Reported Correction of their Licensing Specialist- Sharon Stroble **(Accepted)**
15. New Path Interventions – **(Accepted)**
16. OLA Home for Boys, OLA Family Services: **Old form was submitted, new form provided to LHRC. Clarity of incidents were noted and corrections identified. (Resubmit needed)**
17. Renaissance Residential Services, LLC: **(Accepted)**
18. RISEUP, LLC: **(Accepted)**
19. Southern Va. Regional Medical Center: **Page 2 Incident on peer to peer contact discussed and reviewed. (Accepted)**
20. The Trimble Agency, LLC: **(Accepted)**
21. Williamsville Wellness, LLC: **(Accepted)**

**X. Meeting Schedule: December 3, 2013**

<b>Refreshments</b>	<u>Family &amp; Community Services, LLC</u>
<b>Set-up Room</b>	<u>Daily Grace</u>
<b>Breakdown Room</b>	<u>The GROWN Program/ I.L. Solutions</u>
<b>Minutes</b>	<u>HYPE Youth Services</u>

**XI. Executive Session: 1)** Blue Ridge Residential – Review of Medical/Protective Restraints

**XII. Adjournment: 5:48**